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## Teaching Portfolio

The teaching portfolio provides tangible evidence of your progression as a teacher. The information provided in this resource is not exhaustive, and not all elements are required. Like a CV, your teaching portfolio should be regularly updated.

1. **Title Page:** The title page should include the following:
  - A. “Teaching Portfolio” title.
  - B. Dates from beginning to present.
  - C. Your name, institutional affiliation, and contact information.
  
2. **Table of Contents:** Complete this section last, and include all of the sections in your portfolio along with the corresponding page numbers.
  
3. **Teaching Philosophy and Development:**
  - A. Summarize your teaching philosophy.
  - B. Summarize a progressive narrative, including your present and past experience, responsibilities, and goals for teaching.
  
4. **Pedagogical Documentation:** Refer your audience to the appendices for developed syllabi, developed assignment descriptions, etc. Provide a section for each course, and include the following:
  - A. Teaching responsibilities.
  - B. Syllabus and course description—content, objectives, methods, and assessment means.
  - C. Reading lists—text books, supplemental readings, websites, etc.
  - D. Assignment descriptions and rubrics for assessment.
  - E. Examinations and quizzes—graded and ungraded.
  - F. Graded work from the best and poorest students with comments that you have made.
  - G. Supplemental course materials, lecture outlines, and problem sets.
  - H. Description and example of visual materials.
  - I. Use of technology—presentations by PowerPoint, blackboard, webinar, etc.
  - J. Video tape of your teaching.
  
5. **Assessment:** In this section, you will summarize and describe the assessment topics below and refer to the appendices. Include the following:
  - A. Course assessment.
  - B. Summarized student evaluations, including any written responses by the students.
  - C. Peer evaluations by teachers who have visited your class and evaluated your teaching.
  - D. Esteemed professors’ evaluations.
  - E. Unsolicited letters from students and/or alumni.
  - F. Letters from department chairs.



- 6. Academic/Professional Development:** In this section, include any of the following:
  - A. Participation in workshops, seminars, or professional meetings about teaching.
  - B. Contributions to new course design.
  - C. Implementation of new teaching or assessing methods.
  
- 7. Contributions:** In this section, include any of the following:
  - A. Publications in teaching journals.
  - B. Conference presentations on teaching practices.
  - C. Textbook committee work.
  - D. Service on committees related to teaching.
  - E. Service to colleagues.
  - F. Participation in workshops, seminars, or professional meetings about teaching.
  - G. Contributions to new course design.
  - H. Implementation of new teaching or assessing methods.
  - I. Service to curriculum development.
  
- 8. Honors or Awards:** In this section, include any of the following:
  - A. Departmental, college, or university awards received for teaching.
  - B. Professional awards outside of the university.
  - C. Speaking invitations based on teaching performance or contributions.
  
- 9. Conclusion:** The conclusion should be a restatement of the teaching philosophy.
  
- 10. Appendices:**
  - A. Clearly number your materials in the appendices.
  - B. Refer from the content of your portfolio to the appendices.
  - C. Each section of your appendices will be labeled A, B, C, etc.
  - D. Each item in each section will then be numbered A1, A2, A3, etc.